

Computer Equipment Policy

Purpose

This policy provides guidelines regarding the purchase, refresh and decommissioning of desktop and laptop computers, tablets and peripheral devices at the University of Redlands.

Scope

This policy applies to all information technology related hardware purchased with University of Redlands funds or grant funds, regardless of their actual location of use.

Standardization

University of Redlands currently supports specific makes and models of computers. These systems were chosen to allow diversity in brands and operating systems, yet provide enough similarities that adequate support can be maintained. Standardization also reduces cost significantly through bulk purchasing discounts and vendor agreements.

General Policy

- One computer will be provided for each full-time faculty or staff employee and will be replaced as part of the refreshment cycle.
- Desktop computers will be deployed for all employees unless a user's job duty requires frequent mobile computing.
- Laptops will be issued to employees whose jobs require frequent mobility. A Laptop Request Form will need to be completed and signed by the member of the President's Cabinet overseeing the employee's division.
- Equipment requested that exceeds the standard computer configuration will be paid out of the requestor/department budget.
- Tablets must be purchased through ITS using departmental funds and are not part of our refreshment cycle.
- Computers that are leased and/or part of the university's refreshment cycle will be replaced every four years.
- Any relocation of desktop computers or laptop docking stations must be done by Technology Support Services staff.

New Employees

- A new computer will be purchased only if:
 - A new full-time faculty or staff member that has been hired for a position that did not exist before will receive a new computer or laptop.
 - Computer equipment must be included in a BRP corresponding with the new position.

Refreshment of Existing Computers

- Computers will be refreshed within 90 days of the date they are scheduled to be returned to the leasing company.
- A computer will be refreshed with a similar computer. Any old computers must be returned to Information Technology Services.

If an employee's job requires frequent travel or mobility and a laptop has been approved, the employee will have the option to choose from:

1. A Windows-based laptop. If desired, this may include one external monitor, mouse, keyboard, and basic docking station.
2. A Mac-based laptop. If desired, this may include one external monitor, mouse, keyboard, and a basic docking station.

In all cases, if a Mac-based system is chosen, the employee should have a valid reason for doing so (applications used require Mac OS, etc) as they are generally more expensive than our standard Windows systems. Subject to approval by ITS and member of the President's Cabinet.

If an employee's job does not require mobility, employees will receive the following:

1. A Windows-based desktop and one monitor.

In all cases, if a Mac-based system is chosen, the employee should have a valid reason for doing so (applications used require Mac OS, etc) as they are generally more expensive than our standard Windows systems. Subject to approval by ITS and member of the President's Cabinet.

Visiting Faculty

Visiting faculty will receive a redeployed desktop computer, Apple or PC, based on availability.

Adjunct Faculty

Adjunct faculty will not be supplied with a computer.

Part Time Employees/Temporary Employees/Contractors/Student Workers

Employees in this category will receive a computer from ITS inventory based on availability. These computers will not be replaced or refreshed. If no inventory is available, department funds will need to be utilized to purchase equipment. Employees transitioning from Full Time status must return their assigned devices and be issued a replacement from spare inventory.

Accessories

Information Technology Services provides the following accessories:

- A single standard monitor
- Basic keyboard & mouse
- Power Supply
- Basic docking station (laptop only)

Additional peripherals must be requested through ITS and paid for with departmental budget. This includes additional monitor, larger monitors, trackballs, deluxe docking stations, etc. Accessories are not replaced when the computer is refreshed unless the accessory does not meet current standards or is in poor condition.

Software

A Standard Software Suite is installed on all University of Redlands computers. It includes:

Windows based computers

- Windows 10/11
- Microsoft Office 365
- Microsoft Edge Browser
- Mozilla Firefox Browser
- Google Chrome Browser
- Adobe Acrobat Reader

Macintosh computers

- Mac OS Sonoma
- Microsoft Office 365
- Safari Browser
- Google Chrome Browser
- Mozilla Firefox Browser
- Adobe Acrobat Reader

Non-standard software is installed upon request and subject to the approval of the local department manager, ITS and proper funding. Support for non-standard software is limited and is given a best effort attempt to help solve a client issue.

Note: All software requires that a license be purchased for each computer on which it is installed. All software is to be installed by Technology Support Services and not the end-user.

University of Redlands Computer Standards and Optional Equipment

Standard Configuration	Desktop-PC Dell OptiPlex	Laptop-PC Dell Latitude	Desktop-Apple iMac 24”	Laptop-Apple MacBook Pro 14”	Monitor- 24”
Price	\$840.00	\$1,350.00	\$2,000.00	\$2,000.00	\$150.00
Processor	Intel Core i5	Intel Core i7	Apple M3	Apple M3	24-inch Flat Panel Monitor
Hard Drive Capacity	256GB Flash Storage	500GB Flash Storage	256GB SSD Storage	1TB SSD Storage	N/A
Memory (RAM)	16GB	8GB	16GB	16GB	N/A
CD-ROM/DVD	No	No	No	No	N/A
Form Factor	Desktop-Micro form factor	Laptop	Desktop-All in One	Laptop	Flat panel monitor
Operating System	Windows 11 EDU	Windows 11 EDU	MacOS Sonoma	MacOS Sonoma	N/A
Graphics	Intel Integrated Graphics	Intel Integrated Graphics	Apple 8-core GPU	Apple 10-core GPU	N/A
Network Interface Card	Gigabit Ethernet; Wireless, Bluetooth	Wireless, Bluetooth	Gigabit Ethernet, Wireless, Bluetooth	Wireless, Bluetooth	N/A
Sound	Integrated Audio	Integrated Audio	Integrated Audio	Integrated Audio	N/A
Warranty	4 Year Dell-Pro Support	4 Year Dell-Pro Support	4 Year Apple Care	4 Year Apple Care	N/A

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V2	3/9/2024	Chris Kincaid	Added Part time employees, updated specifications for standard computers